

JOB TITLE: Director

BIP/1

DEPARTMENT: Building Inspections and Planning, Rutherford County

JOB SUMMARY: This position is responsible for directing the operations of the Building Inspections and Planning Department.

MAJOR DUTIES:

- o Directs the day to day activities of the department.
- o Confers with contractors, engineers, surveyors, and property owners in reference to building code questions and interpretations.
- o Performs inspections of construction, alteration, and repair sites.
- o Recruits, interviews, hires, trains, supervises, evaluates, and disciplines personnel.
- o Assists county planner in meetings.
- o Assists in the development of a program to identify parcels of land affected by county ordinances requirements.
- o Performs inspections in the enforcement of state codes and local ordinances for building, plumbing, electrical, and mechanical work in the placement and set up of mobile homes.
- o Attends conferences and seminars.
- o Represents the county at Flood Plain Management seminars and workshops.
- o Serves on the Transportation Committee; directs the County Housing Initiative; serves as a member of the County Safety Committee.
- o Maintains a database of residential developments, mobile home parks, and subdivisions.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern building, plumbing, mechanical, and electrical construction, practices, materials, and equipment.

- o Knowledge of state building, erosion control, and environmental regulations.
- o Knowledge of county geography and the location of housing developments and subdivisions.
- o Knowledge of county and department policies and procedures.
- o Skill in management and supervision.
- o Skill in directing municipal planning operations.
- o Skill in reading and interpreting blueprints, maps, and aerial photographs.
- o Skill in budgeting.
- o Skill in conducting building inspections.
- o Skill in the detection of building defects, irregularities, and violations.
- o Skill in public relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Manager assigns work in terms of department goals and objectives. Work is reviewed through conferences, reports, and observation of department operations.

GUIDELINES: Guidelines include relevant state laws, building and zoning codes, county ordinances, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied technical and administrative duties concerning building inspection and planning issues. Interpreting codes for individuals and contractors contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to direct the planning and building inspections functions of the county. Successful performance helps ensure that construction in the county meets established standards of quality and safety and sets trends for future growth.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, representatives of area local governments, general and subcontractors, civic and community

group representatives, non-profit agency representatives, property owners, developers, surveyors, local and state elected officials, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, resolve problems, negotiate, defend, or settle matters, and to motivate people.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office or on site, occasionally outdoors in cold or inclement weather. The employee may be exposed to much noise, dust, dirt, grease, and machinery with moving parts and may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Assistant Director of Inspections(1), County Planner (1), Building Inspector (4), and Administrative Assistant (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain the appropriate state certification for the type of inspections conducted.